



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, D.C. 20380-0001

IN REPLY REFER TO

5320

C 462G3

17 Nov 1994

From: Commandant of the Marine Corps  
To: Marine Corps Representative/Commanding Officer, Marine Corps Detachment, 81st Training Wing, Keesler Air Force Base, Biloxi, Mississippi 39534-2099  
Via: Commander, 81st Training Wing, Keesler Air Force Base, Biloxi, Mississippi 39534

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS REPRESENTATIVE/COMMANDING OFFICER, MARINE CORPS DETACHMENT, 81ST TRAINING WING, KEESLER AIR FORCE BASE, BILOXI, MS

Ref: (a) MCO 1521.1C  
(b) USMC Table of Organization (T/O) Number 5060  
(c) MCO P5320.5E  
(d) MCO 1580.7C  
(e) MCO P4400.150D  
(f) MCO 1553.2  
(g) U.S. Navy Regs. 1990  
(h) MCO P1610.7C  
(i) Manual for Courts Martial, United States, 1984  
(j) MCO 1700.23C  
(k) MCO P5800.8C  
(l) SECNAVINST 1650.1F  
(m) MCO 1650.19F  
(n) MCO P1020.34E  
(o) MCO 6100.3J  
(p) MCO 5040.6E  
(q) MCO P7100.8K  
(r) MCO P7300.8D  
(s) NAVMC 2771 (Formal Schools Catalog)

1. Purpose. Per reference (a), this LOI is intended to provide you with information and guidance relative to your duties as the Marine Corps Representative (MarCorRep)/Commanding Officer, Marine Corps Detachment (MCD), 81st Training Wing, Keesler Air Force Base, Biloxi, MS 39534-2099. Although not intended to be inclusive of every possible situation that may be encountered, this LOI serves as a basis for authority, as a source of information, and as policy guidance.

2. Cancellation. This LOI cancels all previous LOI's and amendments thereto.

3. Background. A Marine Corps detachment with its own reporting unit code (RUC) was established at Keesler, AFB, on 1 August 1992.

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS  
REPRESENTATIVE/COMMANDING OFFICER, MARINE CORPS  
DETACHMENT, 81ST TRAINING WING, KEESLER AIR FORCE BASE,  
BILOXI, MS

4. T/O Sponsorship. Reference (b) is the T/O for Marine Corps instructors/administrative personnel assigned to joint and other service schools. The Commanding General, Marine Corps Combat Development Command (CG MCCDC) has cognizant responsibilities for reference (b) and is therefore, the primary point of contact for requests for information and assistance. As your T/O sponsor, the CG MCCDC (C 462) should be informed of significant issues raised with other services, especially those which might have an impact on Marine Corps education or training policies. Requests for changes to the T/O should be addressed to the CG MCCDC (C 463) for validation, approval, and forwarding to CMC (MPC).

5. Personnel. As their primary duty, Marine Corps personnel listed in reference (b) provide support to Marine students attending consolidated, collocated, and quota courses at Keesler AFB and other service locations. Instructor support for these courses is provided per references (c) and (d). As the Detachment Commander, you have authority to reassign Marines within the Detachment to ensure the most effective and efficient utilization of manpower resources. Reassignments must not affect the required instructor manning level at each school, determined by reference (c) for collocated courses, and reference (d) for consolidated courses.

a. You are encouraged to conduct direct liaison with the CG MCCDC (C 462) and the CMC (MM) in recommending desirable attributes and qualifications for personnel to be assigned to fill the billets.

b. Marine Corps permanent personnel are carried on the rolls of the Marine Corps Detachment, Keesler Air Force Base, Biloxi, Mississippi 39534-2099, RUC 54090.

6. Administrative and Logistics Support. Policy for support of interservice training is contained in reference (d).

a. The MCD, Keesler AFB, Biloxi, MS is capable of self-administration.

b. Memorandums of Understanding (MOU's) have been developed to define the responsibilities of the U. S. Air Force and the Marine Corps. Submit new or proposed revisions to existing MOU's to the CG MCCDC (C 467J) for review and approval.

c. As required, logistical support will be provided for the students and the members of the MCD through development of an Interservice Support Agreement (ISA) with the host command and/or facility. Submit proposed ISA's, DD Form 1144 Mar 92, to the CG MCCDC (C 467J) for review and approval. The current edition of

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS  
REPRESENTATIVE/COMMANDING OFFICER, MARINE CORPS  
DETACHMENT, 81ST TRAINING WING, KEESLER AIR FORCE BASE,  
BILOXI, MS

the Defense Regional Interservice Support (DRIS) Regulation (DODI 4000.19) provides general guidance for the preparation and submission of ISA's.

d. A Table of Equipment (T/E) will be established if allowances for Type I, SAC 3 and/or Type III Marine Corps peculiar equipment is required to perform the Detachment's mission at Keesler Air Force Base. Information concerning a proposed T/E may be obtained from the Commandant of the Marine Corps (LPP-1). Reference (e) provides guidance on modifying your assigned T/E.

#### 7. Status and Guidance

a. Marine Corps Representative. You are the designated representative of the Commandant of the Marine Corps to the Commander, 81st Training Wing, Keesler AFB, Biloxi, Mississippi 39534. Your principle responsibility is to ensure that all matters pertaining to the Marine Corps and its personnel are efficiently and properly considered at your duty station. You will be guided in all routine matters by existing Marine Corps regulations, policies and written agreements with garrison and school commands at your duty station. In nonroutine matters or those not covered by, or conflicting with, an existing regulation, policy, or agreement, you will make direct liaison by telephone, letter, or personal visit with the CG MCCDC (C 462) or the appropriate staff sections of Headquarters, United States Marine Corps (HQMC). Additionally, you serve as a special staff officer to the Commander, 81st Training Wing for Marine Corps matters. Your specific responsibilities include but are not limited to the following:

(1) Consolidated and Quota Courses. Monitor all courses of instruction in which Marines attend to ensure the Marines receive instruction appropriate to their occupational specialty and to Marine Corps doctrinal concepts, techniques, and methods of employment. Where necessary, coordinate with the USAF at Keesler for curriculum enhancements which best support specific Marine Corps needs and missions. Advise CG MCCDC (C 461) on significant curriculum issues which impact on the Marine Corps.

(2) Collocated Courses (USMC unique). Continuously evaluate Marine Corps Programs of Instruction (POI's) per reference (f) and coordinate any recommended changes to the POI's with CG MCCDC (C 461); 81st Training Wing. Submit Course Descriptive Data (CDD) for all collocated courses to the CG MCCDC (C 461) for approval of all new or revised courses of instruction. Specific justification must be submitted for each change recommended. Reference (f) provides the format for

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS  
REPRESENTATIVE/COMMANDING OFFICER, MARINE CORPS  
DETACHMENT, 81ST TRAINING WING, KEESLER AIR FORCE BASE,  
BILOXI, MS

submissions. You may implement changes to existing courses of instruction as long as it does not affect the current MOU or ISA. Submit three copies of all new or revised POI's to CG MCCDC (C 461) within 90 days after approval of the CDD. POI's submitted must be prepared per the Systems Approach to Training (SAT) Guide.

b. Commanding Officer (CO), MCD. In addition to your duties as the MarCorRep, you are also designated the CO, MCD. Your status and authority as CO is set forth in reference (g). While the Marines provide direct support to subordinate commands and to Commander, 81st Training Wing, your responsibility as their commander is absolute.

c. Senior Officer Present. Chapter 9 of reference (g), contains broad guidance applicable to the senior Marine Corps officer present. It establishes the authority and responsibility of the senior Marine Corps officer, including making his identity known. It is your responsibility to remain apprised of the relative seniority among Marine Corps officers within your geographical area and to take those actions appropriate to the provisions of reference (g).

d. Liaison Duties. As the MarCorRep, you will provide direct liaison between the 81st Training Wing (81stTW) and the activities and personnel of the Marine Corps. Such liaison should include the acquisition and exchange of pertinent information, coordination of visits as requested, and advice or assistance concerning Marine Corps students. Although your billet is directly related to the 81stTW, you should attempt to satisfy all valid requests for assistance and advice from other organizations located aboard your base or their service agencies located in your immediate area.

8. Administration. You assume all administration responsibilities for Marines assigned to Keesler Air Force Base and will provide Marine Corps and local policy guidance, and administrative assistance to all Marine Corps personnel reporting in or visiting Keesler Air Force Base. Such tasks may include for example, pay related matters or the establishment of alternate weight standards. You are guided by current Marine Corps regulations in the execution of these tasks.

a. Performance Evaluation

(1) Per reference (h), the reporting senior of Marines assigned duties as instructors, support personnel, or students will be the officer, or civilian GS-11 or above, immediately responsible for that Marine's performance regardless of branch of

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS  
REPRESENTATIVE/COMMANDING OFFICER, MARINE CORPS  
DETACHMENT, 81ST TRAINING WING, KEESLER AIR FORCE BASE,  
BILOXI, MS

service. Paragraph 6009 of reference (h) details special guidance for Marines serving external to the Marine Corps.

(2) As the CO, MCD, you will provide guidance to all reporting seniors and reviewing officers on the proper preparation of fitness reports. Additionally, you will review all completed reports for administrative correctness per paragraph 6009 of reference (h).

(3) The Assistant Commander of 81st Training Wing is the reporting senior for the MarCorRep/CO, MCD. The Commander of 81st Training Wing is the reviewing officer. Upon completion, fitness reports will be forwarded to the CMC (MMOA) via CG MCCDC (C 46).

(4) Fitness reports with the CO, MCD, 81stTW as the reviewing officer and completed by the CO, MCD will be forwarded directly to the CMC (MMPE).

b. Orientation Briefings. You or your representative will brief all incoming Marine Corps students and permanent personnel to ensure proper orientation to the 81st Training Wing. A current outline for this briefing will be maintained in your files.

c. Host Command Programs. In addition to complying with Marine Corps directives, the Detachment will:

(1) Effect liaison with the host command for participation in educational programs offered.

(2) Participate in the host command's drug and alcohol abuse programs and comply with Marine Corps policy on substance abuse.

(3) Participate in the host command's driver improvement program.

(4) Participate in the host command's Special Services program.

(5) Participate in the host command's Family Support Center program for all incoming married Marine personnel.

d. Legal. In determining the disposition of offenses and charges, you should consult Rules for Courts-Martial 306, 401, 402, and 403 of reference (i).

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS  
REPRESENTATIVE/COMMANDING OFFICER, MARINE CORPS  
DETACHMENT, 81ST TRAINING WING, KEESLER AIR FORCE BASE,  
BILOXI, MS

(1) As the Commanding Officer, you may impose nonjudicial punishment under Article 15 of the Uniform Code of Military Justice. You are authorized to convene summary courts-martial on enlisted Marines assigned to or attached to your command. Appeals will be forwarded to the CO, 6th Marine Corps District.

(2) When punishment greater than that which you are authorized to impose is appropriate, the case may be forwarded to the CO, 6th Marine Corps District, who is the officer exercising special court martial jurisdiction over all Marines attached to the detachment. The officer exercising general court martial authority for detachment Marines, is the CG, Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island, SC.

(3) Separation authority for enlisted Marines attached to the Marine Corps detachment is the CG, Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island, SC.

(4) Costs incident to trials by court-martial shall be absorbed by the convening authority.

(5) If any Marine attached to the Detachment request mast concerning a Marine Corps matter, the request will be processed through the chain of command to the CG, Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island, SC per enclosure (1) of reference (j). If the request mast concerns matters under the control of the Commander, 81st Training Wing, it should be submitted to that command per Air Force procedures.

(6) In cases of officer misconduct, you should consult chapter 4 of reference (k).

e. Awards. As the CO, MCD, you are authorized to award Navy Achievement Medals (NAM) in accordance with paragraph 230.13 of reference (l). Recommendations for awards in excess of that authorized, or of a higher precedence, will be submitted via the chain of command. Reference (m) applies to the administrative and issue procedures for decorations, medals and awards.

f. School Quotas. Quotas for Marine Corps students to attend formal school courses are established on a fiscal year basis between the CG MCCDC (C 463FT) and the service school concerned at the Annual Structure Manning Decision Review (SM DR) conference.

(1) Waiver. You are not authorized to allocate quotas to any course of instruction. All requests for quotas, or waiver of prerequisites, or of any other related problems will be forwarded to the CG MCCDC (C 463FT) for appropriate action or guidance.

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS  
REPRESENTATIVE/COMMANDING OFFICER, MARINE CORPS  
DETACHMENT, 81ST TRAINING WING, KEESLER AIR FORCE BASE,  
BILOXI, MS

(2) Student Shortfalls/Overages. Direct telephonic liaison with the CG MCCDC (C 463) is encouraged when questions concerning shortfalls or overages of incoming students occur, or when it is obvious that a student will not complete a course to which assigned either for academic or other reasons.

9. Standards. You are charged with the responsibility for ensuring that professional and exemplary standards of performance, personal appearance, and physical fitness are met by your assigned Marine Corps staff and students. You are directed to conduct periodic personnel inspections, per current Marine Corps directives, at such time as you deem necessary. Personal grooming standards are set forth in reference (n) and Marine Corps bulletin series 1020. Physical fitness testing will be conducted per reference (o). These actions are intended to enhance the Marine Corps' status as an elite force of professionals, dedicated to staying tough, lean, and fully combat ready. As a Marine Corps representative to a sister service activity, you must consistently set a high example of personal and professional excellence. You and the Marines under your charge or cognizance, though few in number, will be conspicuous to the military personnel of the other services with whom you associate. You will, in fact, be the Marine Corps. Everything you do will reflect directly on the Marine Corps.

10. Inspector General's Inspection. Per reference (p), your command is on a biennial inspection schedule. The Inspector General of the Marine Corps conducts unannounced inspections.

11. Operating Target (OPTAR) Holder. Your command is an OPTAR holder and has been assigned OPTAR no. 099. Annual budgets will be submitted per reference (q). Accounting and reporting instructions are contained in reference (r).

12. Reports. The following information is required:

a. Schedule Changes. Submit any changes to the annual schedule of classes to the CG MCCDC (C 463FT) as they occur.

b. Academic Evaluations. As required, you will monitor the forwarding of appropriate academic evaluations to CMC (MMSB) for insertion in official personnel files.

c. Formal Schools Catalog. Course descriptions are contained in reference (s). You will review and submit, to the CG MCCDC (C 463) recommended revisions to reference (s) as changes occur.

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS  
REPRESENTATIVE/COMMANDING OFFICER, MARINE CORPS  
DETACHMENT, 81ST TRAINING WING, KEESLER AIR FORCE BASE,  
BILOXI, MS

13. Changes. You will review this LOI annually and report to CG MCCDC (C 462) on the currency and validity of its content. The report shall be forwarded by the anniversary date of issue. Negative reports are required. Additionally, in order to maintain a current LOI, recommended or required changes shall be submitted as they occur.



C. E. WILHELM  
By direction

Copy to:  
CMC (JAM)  
CG, MCRD/ERR, Parris Island, SC  
CO, 6th MarCorDist  
81stTW/CC/CV